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DDS&T-4140-82
20 December 1982

MEMORANDUM FOR: Chief, Building Planning Staff, OL
FROM: [REDACTED] 25X1
Chief, Administrative Staff, DDS&T
SUBJECT: Workstation Survey
REFERENCE: Your memorandum dated 15 November 1982,
Same subject

As requested in reference, attached are the space
worksheets from O/DDS&T, ORD, OSO and FBIS. If you have
any questions concerning the workstation or special use
requirements stated on the worksheets, please call

[REDACTED] 25X1

[REDACTED] 25X1

Attachments: as stated

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[REDACTED] 25X1

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S E C R E T

ORD 1426-82

13 December 1982

MEMORANDUM FOR: Chief, Administrative Staff, DDS&T

FROM :
Chief, Support Branch, ORD/DDS&T

25X1

SUBJECT : Validation of Work Stations and Special Use
Space Requirements

REFERENCE : DDS&T 4075-82 dated 17 Nov 1982, Same Subject

1. As requested in referenced memorandum, ORD's work stations and space requirements have been verified on the attached forms.

2. Due to the nature of our work (technology development), we support various projects in-house which require additional work stations. Although our current personnel ceiling (FY-83) is we are required to support an additional 20 work stations. This figure may grow to 30 by FY-85 if our new business packages are approved. It should also be noted that additional space is needed for storage of miscellaneous equipment used for the various projects.

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3. Three new positions were approved for ORD for FY-83. There will be a requirement for three additional work stations; however, at this time the grade level or exact location has not been determined.

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OSO-1714
14 DEC 1982

MEMORANDUM FOR: Chief, Administration Staff, DDS&T

FROM:

[REDACTED]

25X1

Chief, Support Staff, OSO/DDS&T

SUBJECT: Validation of Workspace and Special Use
Space Requirements

REFERENCE: DDS&T Memo 4075-82 dtd 17 November 82

1. Attached are the results of the requested workstation validation survey conducted by the Office of Sigint Operations (OSO). Please note that, in some cases, managers attached memorandums explaining reorganizations and future personnel requirements.

2. Any questions concerning the survey can be directed to

[REDACTED]

25X1

[REDACTED]

25X1

Attachments:
As stated

[REDACTED]

25X1

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OSO 1679-82

1982

MEMORANDUM FOR: Chief, Logistics Branch, OSO

FROM:

25X1

Chief, Area Operations Division, OSO

SUBJECT:

Workspace Requirements

25X1

1. This is the response to your memo of 23 November 1982, requesting information to validate the workspace requirements for AOD. This response takes into account not only current personnel strengths, but also the increase already approved for Fiscal Years 1983 and 1984. Where the additional billet has been approved, but the grade level not determined, the most likely grade level has been used so that square footage estimates can be made.

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2. AOD currently staffs three task forces in support of new requirements in addition to its normal organizational structure. The personnel assigned in two of these task forces require workstations which are not counted in the requirements of the organizations shown on the worksheet. For convenience, these spaces are shown on the worksheet as DCOP X OTHER EMPLOYEES.

a. The Counterterrorist Staff will have

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authorized billets by FY83, which will be carried on AOD's authorized strength.

b. The

workstations.

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c. The

Task Force requires at least workstations, some of which will be used by non-Agency personnel detailed to AOD.

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3. Personnel in development status (e.g., career trainees, rotational assignments, etc.) require four workstations which are not reflected in the Table of Organization. These are carried on the Form as Office of the Chief Other Employees.

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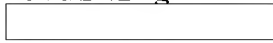

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~~SECRET~~SUBJECT: Workspace Requirements 

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4. AOD operates a training program using two instructors and an independent contractor (two instructors are detailed from branches), whose workstations are carried under Office of the Chief Other Employees. The training program also requires a classroom equipped with  and equipment storage area  (150 square feet), all of which must be co-located with the instructor workstations. All of this space will be allocated to the Office of the Chief.

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Attachment:

OSO Space Worksheet

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OSO-1671-82
8 December 1982

MEMORANDUM FOR: C/LOGS/SS/OSO

FROM:

C/SWCD/GSG/OSO

25X1

SUBJECT: Validation of Workstations

REFERENCE: C/LOGS Routing and Record Sheet (w/attachments),
Subject as above, dated 23 November 1982

1. The Strategic Weapons Collection Division is currently undergoing a reorganization. The attached paper reflects this reorganization and associated workstation requirements.

2. In addition to the "special space" noted on your worksheet, SWCD currently has the following space:

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3. Planning for future SWCD space should include these "special space" requirements as a minimum.

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